

CITY OF WHITTIER  
JOB ANNOUNCEMENT  
WE ARE AN EQUAL OPPORTUNITY EMPLOYER

IN HOUSE POSTING: May 11, 2009  
TO THE PUBLIC: May 11, 2009

The City of Whittier is accepting applications for the position of **Public Works Director** for well established public works department. Whittier is a coastal community located in western Prince William Sound with large seasonal influxes from tourism and commercial fishery operations. Position is open until filled.

**GENERAL DESCRIPTION:** Executive position reporting to the City Manager. Responsible for administering the following: road, vehicle, and building maintenance; facilities and properties; and water and wastewater utilities. Manages and administers capital projects; supervises management, planning, operation, engineering, and maintenance of City's public works facilities and systems; provides planning and budgetary information to the City Council through the City Manager for capital and maintenance projects.

**EXAMPLES OF WORK:** Provides effective leadership and direction while planning, directing, managing, and supervising all administrative activities and operations of the utility department. Develops and administers budgets. Active participation on key capital projects teams. Determines short and long-range plans and priorities. Develops policies and procedures. Prepares work schedules, expedites work-flow, and makes staffing decisions. Supervises division managers or supervisors and support staff. Oversees departmental personnel matters. Participates during collective bargaining. Develops, implements, and evaluates workplace and facility training and safety programs. Prepares and presents studies, plans, and reports to City Manager, and Council. Prepares, reviews, and approves bid documents. Applies for, monitors, and administers required regulatory permits.

**KNOWLEDGE, SKILLS AND ABILITIES:** The successful applicant must be able to demonstrate the following: extensive knowledge of the principles, concepts, theories, and practices of civil engineering, construction, and public utilities management and administration; knowledge of the principles and practices of public administration including budgeting, fiscal control, program planning and development, and strategic planning; knowledge of the principles and practices of employment supervision including employee development, training, labor requirements, performance evaluations, and progressive discipline; excellent written and oral communication, problem solving, and interpersonal skills; knowledge of capital project planning and team participation; ability to maintain productive working relationships; able to understand and interpret technical information; ability to negotiate and recommend contracts and change orders; be able to judge construction progress and quality of work performed by contractors and consultants; proven ability to plan, formulate and execute policies and programs within budgetary guidelines utilizing sound management practices; initiative and independent judgment in carrying out assignments; ability to communicate effectively, orally and in writing, with Mayor, Council, City Manager, other government agencies, consultants and general public; and capable of conducting research, compiling comprehensive reports and other correspondence using a personal computer.

**EDUCATION AND EXPERIENCE:** Four year degree in engineering or related field; minimum of five years of professional experience including construction management and/or public works/utilities management and five years of supervisory level experience. Other combinations of education and experience providing the knowledge, skills and abilities necessary to perform the duties of this job may be evaluated on an individual basis.

**LICENSES AND SPECIAL REQUIREMENTS:** Must possess a valid Alaska driver's license or ability to obtain one within 10 days. Required to review work areas in inclement weather. 24-hour "on call" status. Office is in shop environment with noise and odors. Some travel is required. Position is subject to pre-employment substance abuse testing and background check.

**TO APPLY:** Please submit a City of Whittier application, resume, a reference release form, cover letter with three professional references, a writing sample, and a list of projects you have worked on. Job description, and necessary forms are available at City Hall, by calling (907) 472-2327, or by downloading at [www.whittieralaska.gov](http://www.whittieralaska.gov) Return application and other information to: Director of Administration P.O. Box 608, Whittier, AK 99693; e-mail to [mabbey@whittieralaska.gov](mailto:mabbey@whittieralaska.gov) or fax to (907) 472-2404.

**PAY RANGE: DOE      Regular, Full-Time Position      Excellent Benefits**

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City Manager

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Date

Must present work authorization identification within 3 days of hire (INS requirement).  
All Applications will be kept on file for 90 days.  
The City of Whittier is an Equal Opportunity Employer.